



Solicitation Information
22 May 06

Continuous Recruitment CR # 15

TITLE: Real Estate Sales Services (Master Price Agreement # 389)

Submission Deadline: Continuous Recruitment through 31 July 06

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **14 July 06 at 12:00 Noon (EDT)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No BOND REQUIRED: No
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Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Vendors must register on-line at the State Purchasing Website at
www.purchasing.state.ri.us.

NOTE TO VENDORS:

No offer will be considered that is not accompanied by a completed and signed Bidder Certification Cover Form.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

Real Estate Sales Services

The Dept. of Administration, Division of Purchases, is seeking to create a list of qualified real estate agents, under a Master Price Agreement, for a maximum 5 year contract term. Services will be requested on an as needed basis by any state agency requiring real estate sales services. **State agencies requiring appraisal services will consult MPA#361 (Real Estate Appraisal Services).**

MPA #389 will be issued for a maximum 5 year term. As other vendors qualify during the continuous enrollment period, they will be added to the approved vendor list for the balance of the original 5 year term.

Vendors originally qualified to perform services under this MPA must notify the Division of Purchases, immediately, in writing, if they no longer meet the qualifications listed as a condition of service.

Inclusion on the qualified vendor list under Master Price Agreement # 389 is no guarantee of income.

This solicitation, and subsequent award, is issued in accordance with the terms of this solicitation and the State General Conditions of Purchase, which is available on the internet at www.purchasing.ri.gov.

The Department of Human Services has been identified as the primary user of this MPA during the projected five-year contract term. However, other State agencies may utilize these services as needed. This MPA will also be made available to cities, towns, and quasi-public agencies.

Initial indications are that DHS will sell approximately ten properties in the first year of this contract period. That number is expected to increase, in years two through five, on an annual basis, as DHS gains authorization, through probate court, to sell more property.

Current plans call for DHS to award the sale of property on a rotating basis among qualified vendors on the MPA. Should the State become dissatisfied with services provided by a vendor, that firm may face disciplinary action, including, but not limited to, removal from the rotation.

Should the situation arise, the State reserves the right not to utilize this MPA for the sale of property it deems "of special and unique value".

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or

materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered. The "Official" time clock is in the reception area of the Division of Purchases.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This will be a requirement only of the successful bidder (s).
- Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- The State of Rhode Island has a goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, visit the web site www.rimbe.org. To speak with an M.B.E. Officer, call (401) 222-6253.
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.

Qualifications and Scope of Work

Real Estate Sales

Real Estate Sales must be conducted by an individual / firm authorized, by the Rhode Island Department of Business Regulation, to provide such services in the State of Rhode Island. Respondents must submit proof of current license or certification issued by the Department of Business Regulation, ([Commercial Licensing Regulation 11 - Real Estate Brokers and Salespersons Effective 7/08/04](#))

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The State is seeking the services of a "full service" broker (s), but wishes to retain the option of negotiating a schedule for reduced services / reduced commission, with all qualified service providers listed on MPA 389.

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The real estate sale must include a listing of the property, showings, as appropriate, any and all sale and closing documentation, coordinate all required inspections, as well as any and all documentation and information needed up to and including the time of the closing.

RESPONSE CONTENTS

Responses must include the following:

1. An R.I.V.I.P. generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at <http://www.purchasing.ri.gov>
2. A statement of experience describing the Vendor's background, qualifications, and experience with and for similar projects, and all information described earlier in this solicitation. [Copy of State](#) License / [Certification](#) must be included.
3. A description of the "full service" options or services rendered by your firm in selling property on behalf of the State. Describe, in detail, how the property would be advertised, or marketed, and the follow-through once a potential buyer has been found.
4. The fee structure associated with selling real property on behalf of the State.
5. A completed and signed W-9, available from the RI Division of Purchases Internet home page (<http://www.purchasing.ri.gov>)

Evaluation Criteria and Selection

Mandatory Requirement: Offerors must provide proof of licensure to conduct Real Estate Sales in Rhode Island. Failure to do so will result in immediate termination of award consideration.

Brokerage Firm / Salespersons Experience	40 points
Description of Services Offered	40 points
Commission Schedule	20 points

Offerors must score a minimum of 70, out of 100, points to rank as a “qualified” service provider.